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# General Information

## INTRODUCTION

This section provides a brief introduction to the County government, the budget process, and the structure and contents of the budget documents. The purpose of this section is to acquaint the reader with the organization and contents of this document as a whole, and orient the reader to the companion Recommended Public Services Program (PSP)/Operating Budget document published by March 15. A glossary of budget terms and concepts, including acronyms, used in this document is contained elsewhere in this document.

## GOVERNMENT STRUCTURE

Montgomery County includes several organizational components:

**Montgomery County Government (MCG)**, which includes Executive departments (e.g., Recreation, Public Works and Transportation) and offices (e.g., County Attorney), the County Council's legislative offices and boards, the Circuit Court, and judicial offices;

**Montgomery County Public Schools (MCPS)**, under the authority of the Board of Education (BOE);

**Montgomery College (MC)**, the County's two-year community college, under the authority of its Board of Trustees;

**Maryland-National Capital Park and Planning Commission (M-NCPPC)**, a bi-county agency which manages public parkland and provides land use planning, with administration shared with Prince George's County;

**Washington Suburban Sanitary Commission (WSSC)**, a bi-county agency which provides water and sewer service to Montgomery and Prince George's Counties;

**Housing Opportunities Commission (HOC)**, the County's public housing authority; and

**Montgomery County Revenue Authority**, a public corporation for self-supporting enterprises of benefit to the County.

The organization chart included at the back of this section is to help the reader understand the relationship between the Executive's Recommended Budget and the several agencies of government in Montgomery County.

## LEGAL REQUIREMENTS

The Montgomery County Charter, approved by the voters in 1968 and implemented in 1970, provides for a County Council/Executive form of government. Under this form of

government, the Executive develops and recommends budget proposals; the Council then authorizes expenditures and sets property tax rates. The Charter also provides for an annual six-year Public Services Program, Operating Budget, and Capital Budget, and a biennial six-year Capital Improvements Program (CIP). These budgets and related fiscal and programmatic plans provide the basis for understanding, coordinating, and controlling County government programs and expenditures.

Requirements for submission of, and action on, County budgets are contained in Article 3 of the County Charter. Copies of the Charter are available at Council offices. State laws govern budgeting practices for MCPS, Montgomery College, M-NCPPC, and WSSC and provide for an annual CIP for WSSC.

Under the Charter (Section 303), the County Executive is required to submit the proposed Capital Budget by January 15 and the proposed Operating Budget to the Council by March 15. The proposed budgets must identify all recommended expenditures and the revenues used to fund the budgets.

The Charter was amended in 1996 to change the annual requirement for a CIP to a Capital Budget each year and a CIP for periods beginning in odd-numbered fiscal years.

The Charter (Section 305) places restrictions on increases in annual budgets, excluding the operating budgets of non-tax supported Enterprise Funds, WSSC, the bi-county portion of M-NCPPC, and Washington Suburban Transit Commission (WSTC). The aggregate budget cannot grow more than the Consumer Price Index-Urban (CPI-U) for all urban consumers in the Washington-Metropolitan area from November to November without at least six votes of the County Council.

The County Charter was amended in 1990 to include a limit on the annual increase in property tax revenues. Real property tax revenues, with the exception of new construction and property whose zoning or use has changed, may not increase by more than the prior year revenues plus the percentage increase in the Washington area CPI-U unless seven Councilmembers vote to exceed that limit. In addition, the County Council must adopt annual spending affordability guidelines for both the operating and capital budgets which can only be exceeded prior to setting appropriations by a vote of seven of the nine Councilmembers.

Other sections of the Charter provide for Executive veto or reduction of items in the budget approved by the Council, supplemental appropriations to the budget as approved, special appropriations, executive transfer of unencumbered appropriation balances, and the accumulation of surplus revenues. The Charter further prohibits expenditure of County

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funds in excess of available unencumbered appropriations. Current operating expenses may not be funded with long term debt.

## **THE BUDGET PROCESS**

### **Fiscal Year**

The 12-month period used to account for revenues and expenditures in Montgomery County commences on July 1 of each year and ends on June 30 of the following year. A timeline appears at the end of this section.

### **Operating and Capital Budgets**

The complete County Executive's Recommended Budget includes: the Capital Improvements Program (CIP), published by January 15 in even-numbered calendar years; the Capital Budget, published annually by January 15; and the Public Services Program (PSP)/Operating Budget, published annually by March 15. For further information about the PSP/Operating Budget process, please refer to the General Information section of the most recent County Executive's Recommended Public Services Program.

### **Spending Affordability Process**

The Spending Affordability process for the Capital Improvements Program is required by Section 305 of the County Charter and Chapter 20 of the Montgomery County Code and begins by September of each odd-numbered calendar year.

By the first Tuesday in October and after a public hearing, the County Council must set Spending Affordability Guidelines (SAG) for the bonds planned for issue (both general obligation and Park and Planning bonds) for years one and two of the six-year program and for the total six-year program. In adopting SAG, the Council considers, among other relevant factors:

- growth in the assessable base and estimated revenues from the property tax;
- other estimated revenues;
- Countywide debt capacity;
- relative tax burden on County taxpayers;
- the level of inflation and inflation trends;
- demographic trends, including population and education enrollment;
- commercial construction, housing, and other building activity; and
- employment levels.

By the first Tuesday in February, the Council may increase, by up to ten percent, or decrease the guidelines to reflect a significant change in conditions by a simple majority vote.

If the final Capital Improvements Program budget exceeds the guidelines then in effect, seven affirmative votes are required.

## **Capital Budget/CIP Preparation and Executive Review**

Departments and agencies prepare budget requests within guidelines established by the Executive (for the departments) and by law (for other agencies of government). These are submitted on scheduled dates for analysis by the Office of Management and Budget (OMB) and are reviewed by the Executive during the period September - December. The review process culminates in final decisions and Executive recommendations in the budget document submitted to the Council by January 15.

### **Public Hearings**

Citizen participation is essential to a fair and effective budget process. Many citizens and advisory groups work with specific departments to ensure that their concerns are addressed in departmental requests. The County Charter requires the Council to hold a public hearing not earlier than 21 days after receipt of the budget from the Executive. For further information and dates of the Council's public hearings on the County Executive's Recommended Capital Budget/CIP, contact the Legislative Information Office at 240.777.7900. Hearings are held in the Council Hearing Room of the Stella B. Werner Council Office Building, unless otherwise specified.

Public hearings are advertised in County newspapers. Speakers must register with the Council Office to testify at the public hearings. Persons wishing to testify should call the Council Office to register at 240.777.7931. If it is not possible to testify in person at the hearings, written testimony is acceptable and encouraged.

### **Council Budget Review**

After receiving input from the public, the Council begins its review of the Executive's Recommended Capital Budget/CIP. Each category area and agency program is reviewed by a designated Council committee. Agency and OMB representatives meet with these committees to provide information and clarification concerning the recommended budget and six-year plan for each project. In April and May, the full Council meets in regular session, reviews the recommendations of its Committees, and takes final action on each project.

### **Operating and Capital Budget Approval**

The Charter requires that the Council approve and make appropriations annually for the operating and capital budgets by June 1. In even-numbered calendar years, the Council also approves a six-year Capital Improvements Program. Prior to June 30, the Council must set the property tax levies necessary to finance the budgets.

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## Amending the Approved Operating and Capital Budgets

The operating and capital budgets may be amended at any time after adoption by the Council. The following terms are included in the glossary contained elsewhere in this document:

**Supplemental appropriations** are recommended by the County Executive, specify the source of funds to finance the additional expenditures, and generally occur after January 1 of the fiscal year. Supplemental appropriations approved before January 1 are made only to comply with, avail the County of, or put into effect the provisions of Federal, State, or local legislation or regulations. Supplemental appropriations must be approved by five of the nine members of the Council.

**Special appropriations** are recommended by either the County Executive or County Council and are used when it is necessary to meet an unforeseen emergency or disaster or act without delay in the public interest. The Council may approve a special appropriation after a public notice by news release, and each special appropriation must be approved by six of the nine members of the Council.

**Transfers of appropriation**, which do not exceed ten percent of the original appropriation, may be accomplished by either: the County Executive, where transfers are within or between divisions of the same department; or by the County Council, where transfers are between departments or to new accounts.

**Amending the Approved CIP** may be done by the County Council at any time for either new projects or changes to existing projects which require appropriation and meet one or more of the following criteria:

- Project leverages significant non-County sources of funds (e.g., Federal aid for Bridges, State aid for schools);
- Project is needed to comply with effects of a new law;
- Project is needed to address an *urgent* health or safety concern;
- Project is needed to address an *urgent* school capacity need (e.g., adjustment to assure current project meets scheduled September opening or a new project for a newly identified need);
- Project offers the opportunity to achieve *significant* savings or cost avoidance or to generate *significant* additional revenue (e.g., the bid has come in lower than budget, allowing funds to be redirected; operating budget savings are documented; fees collected will increase);
- Project is needed to keep transportation or school projects on approved Annual Growth Policy (AGP) schedule;
- Project supports *significant* economic development initiatives, which in turn will strengthen the fiscal capacity of the County government;
- Project offers a *significant* opportunity, which will be lost if not taken at this time;

- Project scope adjustment is needed on inter-jurisdictional projects due to changed conditions;
- Project is delayed for policy reasons;
- Project has validated extraordinary inflation (as seen in bids);
- Project must be amended for technical reasons, (e.g., to implement policy or recognize extraordinary cost increases);
- Project expenditures can be/must be delayed to provide fiscal capacity, given changes in conditions since the Approved CIP was adopted; and
- Project or subproject is proposed to increase: relatively by at least 10 percent and absolutely by at least \$1,000,000 from the last adopted CIP; or absolutely by at least \$2,000,000 from the last adopted CIP.

## CAPITAL IMPROVEMENTS PROGRAM AND CAPITAL BUDGET

The CIP covers construction of all public buildings, roads, and other facilities planned by County public agencies over a six-year period. The CIP is an integrated presentation, including capital expenditure estimates, funding requirements, capital budget requests, and program data for all County departments and agencies. The capital budget includes required appropriation expenditures and funding for the forthcoming fiscal year, the first year of the six-year program. An estimate of required appropriations for the second year of the six-year program is also included.

In addition to these documents, the County publishes an Annual Growth Policy to provide guidance to agencies of government and to citizens on matters concerning land use development; growth management; and related environmental, economic, and social issues. The Annual Growth Policy serves as a major tool in managing the County's development, and as such, provides significant guidance in the preparation of the CIP and the commitment of resources in the six-year PSP.

## WHY CAPITAL PROGRAMMING?

A coordinated program for the planning, implementation, and financing of public facilities and other physical infrastructure is essential to meet the needs of a County with diverse population and resources. "Capital improvements" are those which, because of expected long-term usefulness, size, and cost, require large expenditures of capital funds usually programmed over more than one year and result in a durable capital asset. The largest single source of capital project financing is tax-exempt bonds. The bonds are issued as general obligations of the County, by a self-supporting agency, or as an obligation of the revenues supporting a specific project. The debt service on these bonds--the repayment of principal and interest over the life of the bonds--becomes one of the items in the annual operating budget and, thus, a factor in the annual tax rate. Also, the County's fiscal policy sets

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certain limits on the total amount of debt that can be incurred in order to maintain fiscal stability and the highest available quality rating for County bonds, thereby obtaining the lowest interest rate. It is, therefore, critical that the CIP be both cost-conscious and balanced over the six-year period so that the fiscal impact will not weigh too heavily in any single year.

The objectives of the CIP may be summarized as:

- To build those facilities required to support the County's PSP objectives.
- To support the physical development objectives incorporated in approved County plans, especially land use master plans as controlled by the County's General Plan, Annual Growth Policy, and Adequate Public Facilities Ordinance.
- To assure the availability of public improvements to provide site opportunities to accommodate and attract private development consistent with approved developmental objectives.
- To improve financial planning by comparing needs with resources, estimating future bond issues, plus debt service and other current revenue needs, and, thus, identifying future operating budget, tax rate, and debt capacity implications.
- To establish priorities among projects so that limited resources are used to the best advantage.
- To identify, as accurately as possible, the impacts of public facility decisions on future operating budgets, in terms of energy use, maintenance costs, and staffing requirements.
- To provide a concise, central source of information on all planned public construction for citizens, agencies, and other interest groups.
- To provide a basis for effective public participation in decisions related to public facilities and other physical improvements.

While the County's planning and programming process is established, the CIP is improved and refined from year to year in order to seek the most effective means of providing needed public facilities in a timely and fiscally-responsible manner.

## CIP IMPACTS ON THE OPERATING BUDGET

The CIP impacts the operating budget in several ways:

**Debt Service.** The annual payment of principal and interest on general obligation bonds and other long-term debt used to finance roads, schools, and other major projects is included in the operating budget as a required expenditure.

**Current Revenue Funding.** Selected CIP projects are funded directly with County current revenues in order to avoid costs of borrowing. These amounts are included in the operating

budget as specific transfers to individual projects within the capital projects fund.

**Pay-As-You-Go (PAYGO) Financing.** An additional amount may be included in the operating budget as a direct bond offset to reduce the amount of borrowing required for project financing.

**Operating Budget Impacts.** The construction of government buildings and facilities usually results in new annual costs for maintenance, utilities, and additional staffing required for facility management and operation. Whenever a new or expanded facility involves program expansion, as with new school buildings, libraries, or fire stations, the required staffing and equipment (principals, librarians, fire apparatus) represent additional operating budget expenditures. The Executive's Recommended CIP includes analysis of these operating budget impacts to aid in review and decisions relative to the timing of public facilities and to more clearly show what a new building or road will cost in addition to its construction costs and any required debt service.

**Public Facilities Planning.** Planning for capital improvements projects is tied to the County's continuing development and growth in population, numbers of households, and businesses. Land use master plans and sector plans for the County's geographic planning areas anticipate needs for roads, schools, and other facilities required by new or changing population. Functional plans anticipate needs for government functions and services ranging from provision of water and sewerage to solid waste disposal, libraries, and fire and rescue services. Other studies assess future educational, health, and human services needs of the County. These plans are analyzed for likely new facilities or service delivery requirements and their potential operating costs which will eventually add to annual operating budgets. Each year, the County continues its efforts to improve the linkages between the CIP, the PSP, and County planning activities.

## CIP CATEGORIES

One of the features of Montgomery County's capital programming is the classification of County government projects and other agency programs into the categories listed below. These categories classify the activities of local government on a functional basis which is closely related to the County's computerized accounting system. The published CIP documents are organized by categories for County government departments and by agency for organizations outside the Executive departments.

The six-year PSP/Operating Budget also uses a similar category structure to describe functional operating services of the County government and other County agencies. With both the six-year PSP and CIP utilizing these categories as an overall organizational framework, relationships between public facilities and public services can be seen.

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## **CIP Categories/Subcategories**

### General Government

Facilities and Services  
Economic Development  
Silver Spring Redevelopment  
Wheaton Redevelopment  
ALARF/Other General Government  
Information Systems and Telecommunications  
Technology Investment Fund

### Public Safety

Fire and Rescue Services  
Police  
Correction and Rehabilitation  
General Public Safety

### Transportation

Roads, Bridges, and Traffic Improvements  
Pedestrian Facilities, Bikeways, and Trails  
Parking Facilities  
Highway Services  
Fleet Management Services  
Mass Transit and Commuter Rail  
WMATA

### Sanitation

Solid Waste Management

Under WSSC:

Sewerage (Bi-County)  
Sewerage (Montgomery County)  
Water (Bi-County)  
Water (Montgomery County)

### Health and Human Services

### Culture and Recreation

Libraries  
Recreation  
Community Recreation and Urban Beautification Parks  
(under M-NCPPC)  
Golf Courses (Under M-NCPPC and Revenue Authority)

### Conservation of Natural Resources

Storm Drains  
Stormwater Management  
Natural Waterway Improvements  
Agricultural Land Preservation  
Conservation Parks (under M-NCPPC)  
Regional Parks (under M-NCPPC)  
Special Parks (under M-NCPPC)

### Community Development and Housing

Community Development  
Housing  
Housing - HOC

### Nondepartmental

### Education

Countywide (MCPS)  
Individual Schools (MCPS)  
Higher Education (Montgomery College)

## **CONTENTS OF THE CAPITAL BUDGET/CIP DOCUMENT**

### **County Executive's Budget Message**

The County Executive's budget message conveys policy issues, major highlights of the budget, and the Executive's recommended expenditure priorities for the upcoming year and six-year period.

### **Highlights**

The Highlights section provides a series of tables and charts which list major and new initiatives; summarize expenditures and funding; and compare figures from the previous capital budgets and CIP.

### **Budget Summary Schedules**

The Countywide Interagency Summary provides data which integrate programs, expenditures, and funding for County government categories with those of all other agencies included in the CIP. This section also provides information on Special Projects Legislation and Closeout and Pending Closeout projects.

### **General Information**

This section provides a brief introduction to the County government, the budget process, and the structure and contents of the budget document.

### **CIP Planning**

This section provides a description of the components of CIP planning, as well as other related activities and concepts which contribute to CIP planning, and explains how these elements relate to the CIP as a budget and fiscal plan for capital improvements.

### **Community Focus**

This section summarizes recognized community needs and discusses those projects identified as priority items by the Citizens' Advisory Boards and M-NCPPC.

### **Fiscal Policy**

The fiscal policy section discusses the various types of funding used to support CIP projects, along with a discussion of debt capacity. This section provides a description of the tenets of the County Executive's recommended fiscal policy.

### **Operating Budget Impacts**

This section contains a discussion of those elements or aspects of capital projects which have an effect on annual operating budgets, including a definition of the components and their impacts.

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## Multi-Agency Projects

This section displays a compilation of projects, grouped by category of improvement, which are common to two or more agencies of County government. It provides an analytical basis for reviewing similar projects, enhancing coordination among agencies, and promoting consistency in funding arrangements and resource allocation priorities.

## Category/Subcategory Budgets and CIP

The following pertains to sections 9 - 18 and 21 - 24. Each of these sections contains a Program Narrative, Budget Summary Schedules for project expenditures and funding, and Project Description Forms (PDF) for each project. Some sections may contain additional tables, charts, and maps.

### Program Narrative

The narrative preceding the individual projects for each program or agency is organized into the following sections: Agency and its Responsibilities (non-County government agencies); Statutory Authority (non-County government agencies); Program Description and Objectives; and Capital Program Review.

If the narrative describes the program of a County agency not managed by the County Executive, the discussion highlights both the Agency's request and the Executive's recommendations with regard to that request, as well as issues affecting the program as a whole. The narrative is, in all cases, the product of the Executive Branch.

Agency and Its Responsibilities provides a brief description of the agency's responsibilities, size, and service areas.

Statutory Authority provides information on the principal local, State, and Federal statutes, regulations, and other guidelines by which an agency is established and under which it operates.

Program Description and Objectives provides information useful in understanding what types of facilities are provided and how these relate to the delivery of programs and services. Overall departmental or agency objectives which are relevant to the capital program are also presented.

Capital Program Review provides a statement of the overall cost of the six-year program and its relationship to the currently adopted six-year program; a discussion of the sources of funding for the program, including significant changes in funding from the currently adopted program; a list of the projects to be closed out; a list of projects with changes in program direction and funding since the adoption of the current CIP; impact of the Annual Growth Policy on the program; and a list of new projects. Discussion of major changes in scope, timing, direction, or cost of existing (ongoing) projects is contained on the individual project description forms (PDFs).

## Budget Summary Listings

Each narrative is followed by a project listing summary for each CIP program category which portrays programmed expenditures, funding, and appropriation requests. This summary is organized by principal units within each CIP program category and agency.

Two budget summary listings appear immediately before the PDFs: the CIP230 report which summarizes expenditures for each project, and the CIP250 report which summarizes funding sources for all projects within the categories/subcategories.

For M-NCPPC, MCPS, HOC, WSSC, the Revenue Authority, and Montgomery College budget summary listings, Executive recommendations are highlighted and are interspersed with or follow separately the relevant agency request.

An explanation of each column in the summary listing follows:

Project Number: for projects implemented by County government departments, the first two digits indicate the implementing department. The third and fourth digits indicate the year the project first appeared in the CIP, and the final two digits are sequentially assigned.

Project Name: the title of the project.

Total (estimated total cost): this is the entire cost of the project, including design, land acquisition (except in certain proposed acquisitions funded initially by the advance land acquisition revolving fund), site improvements, utilities, construction, and other, as appropriate. It includes past as well as proposed expenditures.

Through FY (last completed fiscal year): some projects were approved and received appropriations one or more years ago. Actual expenditures on a project from the date of authorization up to June 30 of the last completed fiscal year are shown here. In some cases, partial capitalization is used to expense or transfer costs from the CIP into another fund. In these cases, zeros will appear in this column for ongoing capital projects only.

Estimate FY (current fiscal year): this is an estimate of project expenditures during the current fiscal year, from July 1 last year to June 30 of this year.

6 Year Total: this is the sum of proposed project expenditures during the six-year capital program period which begins on July 1 of this year.

Expenditure Schedule, Six-Year Program Period: these columns show the proposed scheduling of work and expenditures and funding on each project, year by year, for the six-year period.

Beyond 6-Years: this column displays expenditures which are planned to occur after the sixth year of the program.

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Expenditures are programmed in the "Beyond 6 Years" column only when they are a direct carryover of expenditures which appear within the six-year period. Expenditures for additional project phases which are logically separable from previous project phases are programmed as new, separate projects (following or in conjunction with closeout of the previous project) when they can be afforded within a future six-year period. The "Beyond 6 Years" column is not used as a holding place for project expenditures which cannot be afforded in the foreseeable future. Such projects are, instead, considered for facility planning.

**Appropriation Request:** This is the proposed increase or decrease in appropriation for each project. If the Council supports the proposed expenditure schedule, it must appropriate sufficient funds to cover expenditures during the first year of the expenditure schedule, and total appropriations must be sufficient to encumber any contract planned for execution in the first year even if the work will take more than one year to complete.

### **Project Description Form (PDF)**

Following the Budget Summary Listings are Project Description Forms (PDFs) for every proposed capital project with expenditures in the six-year period. In some instances, an Executive comment appears on the page after a PDF submitted by one of the agencies outside the Executive Branch.

The PDF provides the following information: project number, title, and other identifiers (e.g., category, agency, planning area, and relocation impact); estimated expenditure and funding schedules; annual operating budget impact; description, justification, status, and other explanatory text; appropriations, expenditure and capitalization data; coordination and planning information required with and by other agencies; and map. The PDF page number from the previous year is shown in the identification information. If a project has been identified by the Planning Board as a Required Adequate Public Facility to support planned and approved development in a particular area, a "YES" is shown in this area.

For projects from agencies outside the Executive Branch, an Executive recommendation is provided on the following page if the Executive's recommendation differs from the agency request. The Executive does not change the actual agency-submitted PDFs without agency concurrence.

Most of the columns in the listing represent information on project expenditures or cash outlays for a project. The expenditure schedule is a reasonable approximation of the timing of work on the project.

The lower left hand corner of the PDF provides data on past and proposed appropriations, which are authorizations for expenditures. An appropriation is the permission--not a requirement--to perform work and expend money. Therefore, if proposed expenditures are acceptable, then sufficient

appropriation should be granted to permit contracts to be signed and work to be performed in the upcoming fiscal year.

Expenditure estimates are projected for the first year of the program, which include no increases for inflation in individual projects beyond the first year except for certain multi-year projects where cost estimates cover the anticipated period of construction. Effects of projected inflation for the six-year period are calculated for the County government and agency CIP programs as a whole and are shown in the Interagency Summary. An asterisk in the Beyond 6-Years box indicates that the project is likely to continue indefinitely at a similar annual amount in future years (e.g., sidewalk repair).

### **Glossary**

A glossary of budget and other technical terms and acronyms commonly used in the CIP is included at the end of the document, just before the Index.

### **Index**

At the end of the document are three indices: an alphabetical index which lists projects by name; a numerical index, which lists projects in ascending order of project numbers; and a planning area index, which lists projects by geographical area.

## **HOW TO FIND A PROJECT**

If you are interested in information about a specific project, locate the page number for its project description form (PDF) in one of the three indices at the back of the publication. Indices are sorted alphabetically by project name, numerically by project number, and geographically by planning area.

## **EXPLANATION OF TABLES THAT FOLLOW**

### **Montgomery County Government Public Documents**

This table contains a list of all budget-related public documents, including the approximate dates of publication and how they may be obtained.

### **Budget Process Flow Chart**

This chart follows the Capital/CIP and Operating/PSP budget process from the start of the process in August to the final approval of the budgets in June for all agencies.

### **Montgomery County Functional Organization Chart**

This chart displays the organizational structure of departments and agencies for the County government.

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## **MONTGOMERY COUNTY PUBLIC DOCUMENTS: ANNUAL BUDGETS, GROWTH POLICY, AND OTHER SOURCES OF INFORMATION**

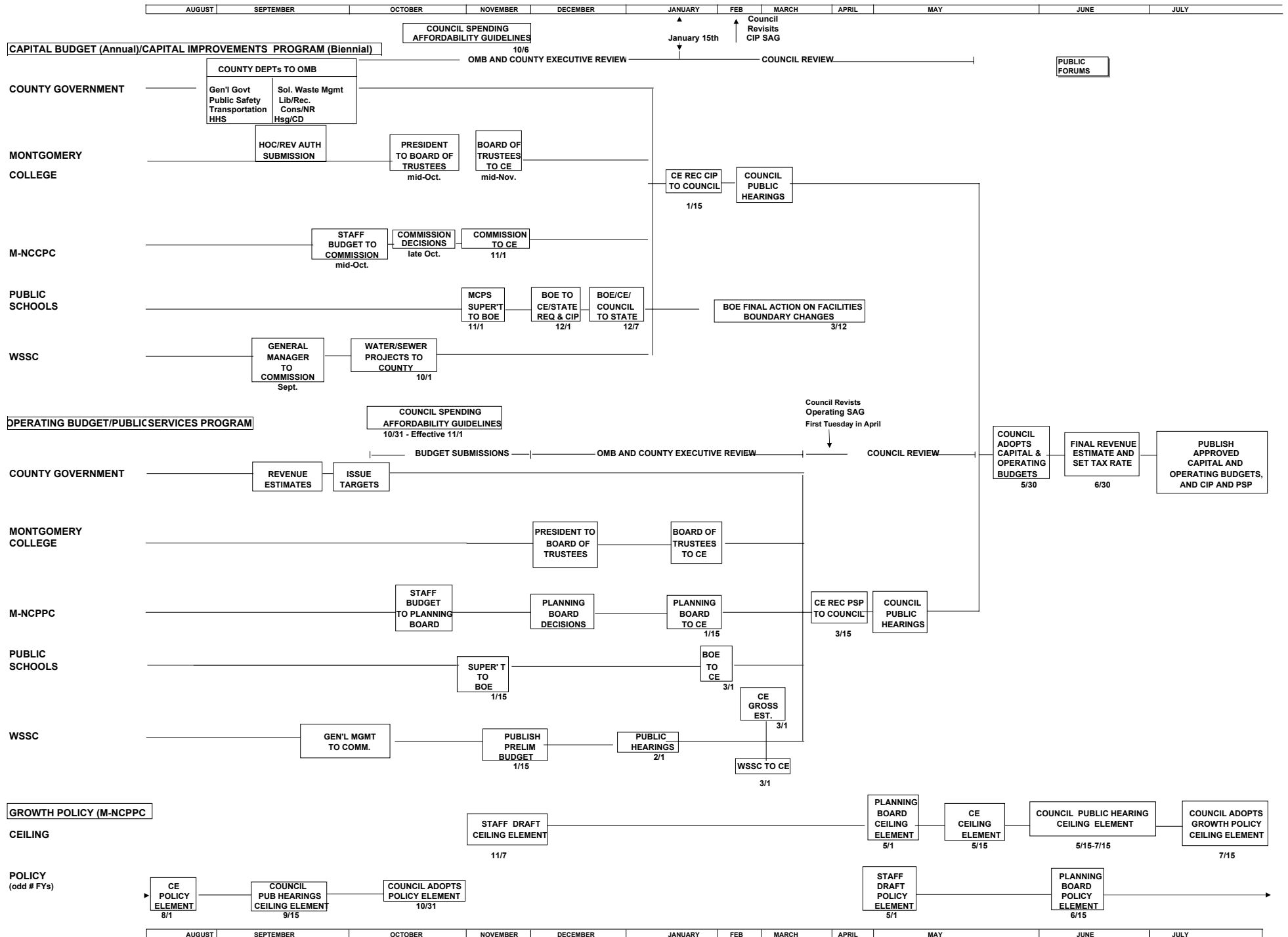
<b><u>DATE</u></b>	<b><u>ITEM</u></b>	<b><u>AVAILABILITY</u></b>
January 15 (even calendar years)	<b>COUNTY EXECUTIVE'S RECOMMENDED CAPITAL BUDGET AND CAPITAL IMPROVEMENTS PROGRAM (CIP)</b> County Executive's Transmittal; Introductory Sections; County Government Departments; HOC; Revenue Authority; MCPS; Montgomery College; M-NCPPC; WSSC	Reference copies at all public libraries Office of Management and Budget (240.777.2800) (for purchase on limited basis) World Wide Web at: <a href="http://www.montgomerycountymd.gov/omb">www.montgomerycountymd.gov/omb</a>
January 15 (odd calendar years)	<b>COUNTY EXECUTIVE'S RECOMMENDED CAPITAL BUDGET AND AMENDMENTS TO (PRIOR YEAR) CAPITAL IMPROVEMENTS PROGRAM</b> County Executive's Transmittal; Capital Budget; Amendments	Reference copies at all public libraries Office of Management and Budget (240.777.2800) (for purchase on limited basis) World Wide Web at: <a href="http://www.montgomerycountymd.gov/omb">www.montgomerycountymd.gov/omb</a>
March 15	<b>COUNTY EXECUTIVE'S RECOMMENDED OPERATING BUDGET AND PUBLIC SERVICES PROGRAM</b> County Executive's Transmittal; Financial Summaries; Non-Government Agencies; Legislative, Judicial, Executive Branch Departments	Reference copies at all public libraries Office of Management and Budget (240.777.2800) (for purchase on limited basis) World Wide Web at: <a href="http://www.montgomerycountymd.gov/omb">www.montgomerycountymd.gov/omb</a>
March 31	<b>MONTGOMERY MEASURES UP!</b> Contains Program Measure displays for all County departments	Office of Management and Budget (240.777.2800) World Wide Web at: <a href="http://www.montgomerycountymd.gov/omb">www.montgomerycountymd.gov/omb</a>
March 31	<b>FISCAL PLAN</b> Contains estimates of costs and revenues over the six-year planning period for all Montgomery County special and enterprise funds and many Agency funds.	Office of Management and Budget (240.777.2800) World Wide Web at: <a href="http://www.montgomerycountymd.gov/omb">www.montgomerycountymd.gov/omb</a>
May 1 (odd calendar years)	<b>GROWTH POLICY, POLICY ELEMENT - STAFF DRAFT</b>	Reference copies from M-NCPPC (301.495.4610)
May 1	<b>PLANNING BOARD RECOMMENDED GROWTH POLICY - CEILING ELEMENT</b>	Reference copies from M-NCPPC (301.495.4610)
June 15 (odd calendar years)	<b>PLANNING BOARD RECOMMENDED GROWTH POLICY - POLICY ELEMENT</b>	Reference copies from M-NCPPC (301.495.4610)
mid-July (even calendar years)	<b>APPROVED OPERATING AND CAPITAL BUDGETS, AND APPROVED CAPITAL IMPROVEMENTS PROGRAM</b> PSP and CIP Appropriation and Approval Resolutions; Operating Budget, CIP and Capital Budget Summaries; Project Description Forms for County Government Programs, HOC, Revenue Authority, MCPS, Montgomery College, M-NCPPC, and WSSC	Reference copies at all public libraries Office of Management and Budget (240.777.2800) (for purchase on limited basis) World Wide Web at: <a href="http://www.montgomerycountymd.gov/omb">www.montgomerycountymd.gov/omb</a>
mid-July (odd calendar years)	<b>APPROVED OPERATING AND CAPITAL BUDGETS, AND APPROVED AMENDMENTS TO THE CAPITAL IMPROVEMENTS PROGRAM</b> PSP and CIP Appropriation and Approval Resolutions; Operating and Capital Budget Summaries; and selected Project Description Forms for County Government Programs, HOC, Revenue Authority, MCPS, Montgomery College, M-NCPPC, and WSSC	Reference copies at all public libraries Office of Management and Budget (240.777.2800) (for purchase on limited basis) World Wide Web at: <a href="http://www.montgomerycountymd.gov/omb">www.montgomerycountymd.gov/omb</a>

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## **MONTGOMERY COUNTY PUBLIC DOCUMENTS: ANNUAL BUDGETS, GROWTH POLICY, AND OTHER SOURCES OF INFORMATION**

<b><u>DATE</u></b>	<b><u>ITEM</u></b>	<b><u>AVAILABILITY</u></b>
November	<b>GROWTH POLICY CEILING ELEMENT - STAFF DRAFT</b>	Reference copies from M-NCPPC (301.495.4610)
Late December	<b>COMPREHENSIVE ANNUAL FINANCIAL REPORT</b>	Reference copies at all public libraries Department of Finance (240.777.8822) (on limited basis) <a href="http://www.montgomerycountymd.gov/finance">www.montgomerycountymd.gov/finance</a>
Quarterly	<b>ECONOMIC INDICATORS</b>	Department of Finance (240.777.8866) World Wide Web at: <a href="http://www.montgomerycountymd.gov/finance">www.montgomerycountymd.gov/finance</a>
Monthly (To update the Economic Indicators Report)	<b>ECONOMIC UPDATE</b>	Department of Finance (240.777.8866) World Wide Web at: <a href="http://www.montgomerycountymd.gov/finance">www.montgomerycountymd.gov/finance</a>
Annually	<b>ANNUAL INFORMATION STATEMENT</b>	Reference copies from the Department of Finance (240.777.8866) (on limited basis)
Available throughout the year	<b>MONTGOMERY COUNTY HISTORICAL SOCIETY INFORMATION</b>	Montgomery County Historical Society (301.340.2825) World Wide Web at: <a href="http://www.montgomeryhistory.org">www.montgomeryhistory.org</a>
Available throughout the year	<b>MONTGOMERY COUNTY DEMOGRAPHIC INFORMATION</b>	Maryland-National Capital Park and Planning Commission: Montgomery County Planning Board (301.495.4700) World Wide Web at: <a href="http://www.mc-mncppc.org/research">www.mc-mncppc.org/research</a> and <a href="http://www.mcparkandplanning.org/research/omb/">www.mcparkandplanning.org/research/omb/</a>

# BUDGET PROCESS FLOW CHART



# MONTGOMERY COUNTY, MARYLAND FUNCTIONAL ORGANIZATION CHART

